

OLRS Communication

What? February 2014 Enhancements

Who? OLRs Professional Users

When? February 28, 2014

New Application Experience: On Friday, February 28nd, enhancements will be released in the online recruiting system which will provide job seekers the ability to remove incomplete applications from their profile and significant changes to Insight functionality for recruiters.

Online Application

Job Seekers can delete incomplete applications

When a job seeker begins the application process for a job posting and then exits the application without submitting, an incomplete application is saved to the applicant's record. With this enhancement, job seekers will be able to delete any unwanted incomplete applications by clicking a 'Remove' link in their list of Incomplete Applications.

Job Seekers can remove expired incomplete applications

If a job seeker has an incomplete application for a job that expires, the incomplete application will be automatically removed from the job seeker's list of incomplete applications. The application will not delete immediately. If the job is reopened within 60 days, the incomplete application will reappear for the job seeker so that they can continue where they left off in the application process.

Insight

Insight and OHC roles

If an Insight and OHC user account are currently linked and do not share the same username and/or email address, they will continue to be linked but will now have the username and email address used on the Insight account.

Improved Job Posting Page

The Job Posting page will be enhanced to allow easier completion of the form by replacing drop-down lists on many fields with an easy search feature. When typing into these fields, the system will auto-suggest possible options that match the text you have entered. Clicking on the magnifying glass icon next to any of the fields that previously had dropdown lists allows you to easily locate the item you wish to select.

When creating a job posting, associating the posting to an exam plan is now a requirement. You can either associate a new posting to an existing exam plan or create a new exam plan from the job posting form. Keep in mind that one posting can be associated to one exam plan. When you select the option to 'Create' an exam plan from the job posting form, the fields for creating the exam plan will appear immediately on the job posting form.

Fields that are in common between the exam plan and job posting are entered only once and are kept in sync whenever the job posting or exam plan are modified.


Additionally, the fields on the job posting will be reordered as follows:

- Fields that are shared with the Exam Plan
- Fields that provide the details about when and where the job should be posted
- Settings for the application process
- Requisition fields
- Content to be included on the job posting

The screenshot shows the NEOGOV Job Posting form. The header includes the NEOGOV logo, a search bar, and user information for Michelle Cline. The main navigation bar lists various modules: Class, Post, Admin, Benefits, Reports, CandidateTrack, Tests, Requisitions, and List. The 'My HR' section is active, showing 'New Posting' options: Draft (checked), Archived, Accept Online Applications (checked), Show Closing Date/Time (checked), and Continuous. The form fields are organized into sections: 'Fields Linked to Exam Plan' (Exam Plan, Class Spec, Job Title, Job Number, Exam Type, Job Type, Department, Division, Job List), 'Where & When the Job is Posted' (Advertise From, Advertise To, Category), and 'Application Process' (Location On Job, Application Template, Reapply Period, Assigned To, Requisition). The 'Exam Plan' section has a 'Select existing' option with a magnifying glass icon. The 'Category' section has a 'Selected' list with a magnifying glass icon. The 'Assigned To' field has a magnifying glass icon. A text box on the right states: 'Clicking on the magnifying glass icon allows easy searching to lookup field options'.

Consolidated Job Posting List



A new filter will be available on the job posting pages to allow you to quickly toggle between each type of posting status.

NEOGOV  Search

Class Post Admin Benefits Reports CandidateTrack Tests Requisitions List +

My HR Job Postings - All

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add New  

- ✓ All
- Current
- Closed
- Draft
- Archived

1016 Page


Search for jobs by title or code: Go

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Job #	Job Title	Status	Adv. From	Adv. To	Last Updated	Assigned To	Action
#FF857	test Administrative Position	Expired	12/07/11	Continuous	05/13/13	Letourneau, S	Edit Delete Inactivate
#FF857	SL - FF - Do not apply	Expired	01/01/11	Continuous	01/27/13	Letourneau, S	Edit Delete Inactivate
#FF857TEST	Administrative Position	Draft	12/07/11	Continuous	12/28/12	Cueto, M	Edit Delete Inactivate
00-01	POLICE	Archived	10/08/13	Continuous	10/08/13	Guthati, A	Edit Delete Inactivate

Consolidated Requisition List



A new filter will be available on the requisition pages to allow you to quickly toggle between each type of requisition status.

NEOGOV  Search

Class Post Admin Benefits Reports CandidateTrack Tests Requisitions List +

My HR Show Approval Detail All Requisitions

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add New  

- ✓ All
- In Progress
- On Hold
- Open
- Filled
- Cancelled
- Approved

921 records for Page 1 of 37

Search for requisition title or position #: Go

<< Previous Page 1 2 3 4 5 6 7 8 9 10 Next Page >>

Req #	Title	Department	Assigned	Created	Status Date	Creator	Status	Action
2013-00328	***111	Accountancy	Muhammed, A	11/29/12 01:00 PM	10/09/13 02:40 PM	Muhammed, A	Open	Authorize History Audit Trail
2012-00232	***111	sdf	Muhammed, A	04/26/12 04:04 PM	05/01/12 02:14 PM	Muhammed, A	Filled	Authorize History Audit Trail
2012-00239	***111	Accountancy	user, u	05/07/12 12:48 PM	10/09/13 02:42 PM	Rodriguez, Y	Filled	Authorize History Audit Trail
2012-00240	***111	Accountancy	Muhammed, A	05/07/12 01:05 PM	01/28/14 02:45 PM	Muhammed, A	Open	Authorize History Audit Trail
17E010	*DO NOT APPLY* Finance Director...	General Public Finan...	Kalbag, S	04/16/09 03:13 PM	04/21/12 10:20 AM	Valvano, J	Open	Authorize History Audit Trail

Remove Access: When a staff member at your agency no longer needs access to system, send a request to servicecenter@des.wa.gov to have their Insight access removed. All of their assigned Postings and Requisitions will need to be reassigned by your agency's active Insight user. Your agency OHC Liaison inactivates the staff members OHC access.

Questions or need assistance with the OLRs? Contact:

Service Center: (360) 664-6400

Email Contact: servicecenter@des.wa.gov

Want to review past communications? Visit [OLRS Notices](#) on the HR website.